

**DODGE COUNTY  
HEALTH FACILITIES COMMITTEE MEETING  
198 COUNTY DF  
JUNEAU, WI 53039  
APRIL 9, 2014**

**MINUTES**

1. **CALL TO ORDER:** Meeting was called to order by Chairman Bischoff at 11:00 a.m. with the following members present:

2. **ROLL CALL:**

Robert Ballweg  
Larry Bischoff  
Jeff Duchac  
John Fabisch  
Tom Schaefer

**ABSENT:** None.

**ALSO PRESENT:** James Mielke, Dodge County Administrator; Russell Kottke, Dodge County Chairman; Jane E. Hooper, Clearview Administrator; Jacqueline Kuhl, Brian Injury Center Unit Coordinator; Lori Kurutz, Director of Support Services; Heather Ninmann, IID Household Specialist; and Anthony Marchese, Director of Finance.

3. **APPROVAL OF MINUTES OF FEBRUARY 19, 2014 MEETING:** Motion made by Schaefer to approve the February 19, 2014 Minutes; seconded by Ballweg. Motion carried.
4. **APPROVAL DEVIATING FROM THE AGENDA:** Motion made by Fabisch to deviate from the Agenda if required; seconded by Duchac. Motion carried.
5. **PUBLIC COMMENT:** None to report.
6. **COMMITTEE MEMBER REPORTS:** None.
7. **INVOLUNTARY DISCHARGES:** Two (2) discharges to report.
8. **CENSUS REPORTS:**

CBIC:	24 of 30
Clearview North:	134 of 140
Clearview Behavioral Health 1/2:	18 of 20
ICF-IID (formerly FDD):	44 of 46
Trailview	4 of 4
Clearview Community Group Home:	4 of 4
Northview Heights (CBRF):	7 of 20

9. **ADMINISTRATOR'S REPORT:**

- **Update on Refunding 2010 Build America Bonds:** Jim Mielke, Dodge County Administrator, provided an update on the April 3, 2014 bond sale.
- **Leadership Wisconsin International Seminar Report:** Administrator Hooper gave a report on her trip to Tanzania, Africa.
- **WBEV Morning Show – April 17, 2014:** Due to poor airwave reception, WBEV will return to Clearview to re-do the presentation done in February, free of charge.
- **Admissions Coordinator Position:** Administrator Hooper presented plans to add an Admissions Coordinator position to the Management Team. This position was not budgeted for in 2014 but will cover the expense of the position through the fund balance. If this position brings in just one admission per year, it will cover the costs of the position. Motion by Duchac to proceed to the Human Resources Committee with the Admissions Coordinator position; seconded by Fabisch. Motion carried.
- **Staffing Rotation Changes:** Administrator Hooper presented changes occurring to Household Assistant rotations presently working 1,889 hours/year. The plan is to change rotation hours to regularly scheduled hours to either 1,948 hours/year or 2,015 hours/year. Over a 6-week period starting in January 2014, present overtime expenses with increased census in the facility is \$125,000 compared to the same 6-week period in January 2013, which was \$53,000. Motion by Ballweg to proceed to the Human Resources Committee with staffing rotation changes; seconded by Schaefer. Motion carried.
- **Approval of Walkway Memorial:** The Health Facilities Committee approved appropriations of \$7,000 from the Friends of Clearview Fund to fund the Clearview Walkway Project and authorized payment of vouchers when they are received. Motion by Duchac to move forward, pending selling enough bricks to start the walkway project; seconded by Ballweg. Motion carried.
- **Financial Report – Tony Marchese, Director of Finance:**

**MCHA**

**Revenue:** Revenue actual \$11,639,617; budgeted \$10,406,378

**Expenses:** Expenses actual \$16,083,245; budgeted \$15,759,826

**Individuals with Intellectual Disabilities**

**Revenue:** Revenue actual \$3,637,185; budgeted \$3,736,119

**Expenses:** Expenses actual \$2,238,417; budgeted \$2,930,727

**COMMUNITY GROUP HOME**

Revenues actual \$346,851; budgeted \$377,700

Expenses actual \$336,737; budgeted \$304,335

**TRAILVIEW**

Revenues actual \$240,491; budgeted \$297,566

Expenses actual \$271,489; budgeted \$276,199

**NORTHVIEW HEIGHTS**

Revenues actual \$20,063; budgeted \$34,587

Expenses actual \$91,426; budgeted \$38,737

**CLEARVIEW BRAIN INJURY CENTER**

Revenues actual \$5,888,315; budgeted \$5,789,019

Expenses actual \$3,953,583; budgeted \$3,476,654

**STATE CERTIFIED UNIT (CLEARVIEW BEHAVIORAL HEALTH FACILITY)**

Revenues actual \$2,326,709; budgeted \$2,338,870

Expenses actual \$2,090,909; budgeted \$2,043,693

**OVERALL**

YTD Revenue actual \$24,099,231; budgeted \$22,980,239

YTD Expenses actual \$25,065,806; budget \$24,830,171

- **Consideration of Request to Write Off Clearview Receivables:** There were no new write-offs to report in the first three months of 2014.

10. **SET NEXT MEETING DATE: Tuesday, May 6, 2014, at 8:00 a.m. in the Towne Centre Conference Room on the first floor of Clearview, located at 198 County DF, Juneau, Wisconsin.**
11. **ADJOURN:** There being no further business to come before the Committee, Motion by Fabisch to adjourn; seconded by Schaefer. Meeting adjourned at 1:11 p.m.

Dated this 6<sup>th</sup> day of May, 2014.

Respectfully submitted,

Thomas Schaefer  
\_\_\_\_\_, Secretary